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DCHA/PPM LEARNING AND TRAINING SUPPORT QUARTERLY REPORT

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DCHA/PPM Learning and Training Support Quarterly Report



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DCHA/PPM Learning and Training Support Task Order (TO)

DISCLAIMER

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DCHA/PPM LEARNING AND TRAINING SUPPORT QUARTERLY REPORT

Overview

MSI is the prime contractor on the DCHA/PPM Learning and Training Support Task Order (TO). Under this TO, MSI supports USAID's DCHA Bureau in their learning and training activities and analysis through training curriculum design and delivery, assessing learning through evaluation, and knowledge management through dissemination of electronic information and e-learning. In the area of knowledge management and e-learning, MSI is supported by its subcontractor, CAMRIS. The second quarter of this three-year contract marked a very busy period under this task order. The DCHA Essentials course pilot was unveiled, the soft-launch of the DCHA Training and Learning portal was initiated and plans were underway for the inauguration of the first overseas DLI Workshop taking place in Thailand next quarter. In addition, weekly planning meetings were held with the COTR and the quarterly accruals report was submitted to the COTR for review and final approval. This first year is slated to include two domestic iterations of the DCHA Essentials training course, including a DCHA introductory course; two overseas DLI Workshops, one regional DCHA conference to be held overseas; two topical training courses; and a DCHA Professional Development & Learning Portal.

This quarterly report covers the Second Quarter, 2011 (January 1, 2011 through March 31, 2011).

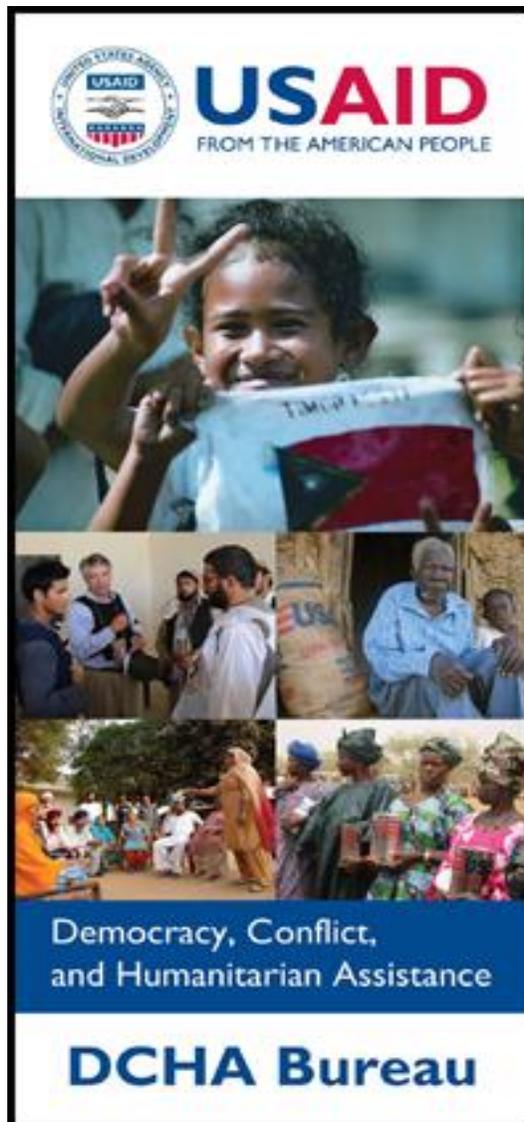
Highlights

- Successfully launched the pilot of the DCHA Essentials' Spring 2011 Course taking place in Washington, DC, February 22-March 30, 2011;
- Conducted in-depth evaluations of the revised DCHA Essentials' Course;
- Submitted recommendations for future DCHA Essentials' Course design;
- Assisted the individual DCHA offices in revising their DCHA Essentials presentations;
- Researched and developed modules for the Crisis, Stabilization and Governance Workshop;
- Initiated a soft-launch of the DCHA Training and Learning portal;
- Design and production of the DCHA Essentials Banner; and
- Formulated prototyping methodology to develop the portal. Sample images of the prototyping methodology, the DCHA Essentials Banner and the DCHA PD&L portal are shown below.

Prototyping Methodology for the DCHA PD&L Portal



DCHA Essentials Banner



DCHA PD&L Portal




DCHA Professional Development & Learning Portal

Supporting the development and retention of skills to better address crises, stabilization, and governance worldwide

[HOME](#)
[ABOUT DCHA PD&L](#)
[TECHNICAL AREAS](#)
[COMPETENCY TRACK](#)
[RESOURCE LIBRARY](#)

Upcoming events

- DCHA Essentials Course Spring 2011
Tuesday, 22 February, 08:30 AM
x Wednesday, 30 March, 12:30 PM
- Democracy and Governance Fundamentals Course
Monday, 14 March, 08:30 AM
x Friday, 18 March, 12:30 PM

[Go to calendar...](#)

Calendar

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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CORE TECHNICAL SKILLS AREAS



Democracy and Governance



Humanitarian/Disaster Assistance



Political Transitions



CIV-MII



Food for Peace



Gender

COMPETENCY TRACK

- Skills & Knowledge
- Self-Assessment Tool
- Individual Development Plan (IDP)
- USAID University (LMS)



MENTORING

- Find a Mentor
- Brown Bags Events

ORIENTATION

Welcome to the DCHA Professional Development & Learning Portal

Guide to the DCHA PD&L

Crisis, Stabilization, and Governance

Main menu

- About CSO
- Core Technical Skills Areas
- Competency Track
- Resource Library
- Ask an Expert
- Meeting Registration System (MRS)
- Navigate Portal
- Contact
- Orientation
- FAQ
- Add new resource
- Test new folder
- Democracy and Governance

Blog menu

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Activities

- Forums
- Resources

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Democracy, Conflict, and Humanitarian Assistance Professional Development & Learning Portal

caglearning.org

Professional Development and Learning for USAID Staff

The DCHA PD&L Platform is the online learning and training platform of the Bureau for Democracy, Conflict, and Humanitarian Assistance. This platform provides an accessible professional development resource designed to develop the competencies needed to effectively support programs in democracy and governance, conflict, private and voluntary cooperation, and humanitarian assistance.



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Activities

The second quarter of this three year contract was marked by several significant activities. Weekly planning meetings were scheduled with the COTR to provide regular updates and make decisions on moving forward. The major activities undertaken this quarter included the following:

DCHA Essentials Course:

During this quarter The DCHA Essentials Spring 2011 course was launched in Washington, DC from February 22 - March 30, 2011. The launch included the development and piloting of DCHA 101, a week long course providing DLIs with an orientation and introduction to the DCHA Bureau and each individual DCHA Office. This orientation week was then followed by technical training offered by each of the DCHA offices. Evaluations were conducted during this first pilot the feedback from which will be used to refine subsequent iterations of the course later this year.

DLI Workshop: During this quarter curriculum was developed and logistical arrangements were made for the first DLI workshop taking place in Bangkok, Thailand at the USAID RDMA facility. This workshop, entitled Crises, Stabilization and Governance Workshop, is scheduled to take place for 6 days, from May 9-14, 2011. Individual interviews were conducted with the individual DCHA offices to ensure information being presented is relevant and bonafide elements are included in session designs for the training courses.

DCHA Regional Conference: During this quarter preliminary discussions were held with the COTR to determine possible dates and locations for the Regional Conference. The preliminary results indicate that South Africa or Kenya might be good choices as a central location for the conference. Conference planning will continue to be discussed with the COTR and internally with colleagues.

DCHA Platform: During this quarter the Portal moved from the concept stage to the Beta version, live testing environment, in accordance with the Task Order Year 1 Timeline. The name of the Portal and the domain name were finalized and implemented. The portal is officially recognized as the Professional Development & Learning (PD&L) Portal. The URL is: <http://cslearning.org>. DCHA Essentials course information and materials are being uploaded and managed into the Portal. Designing and production of both the banner of the DCHA (PD&L) Portal and of the Crisis, Stabilization, and Governance workshop have been completed. Offline meetings with the individual DCHA offices have been initiated to engage stakeholders in the process and development of the Portal. A "Soft Launch" of the DCHA (PD&L) Portal was prepared in the last week of this quarter and scheduled to begin implementation in April 2011.

Lessons Learned

The lessons learned over the course of this quarter were to support regular input from DCHA Training Officers in refining the design of the DCHA Essentials course. Weekly meetings will be scheduled between MSI trainers and DCHA Training Officers to ensure that the individual offices are emphasizing operational skills, tools and knowledge in their presentations for the next iteration of the course.

Plans for Next Quarter

- Finalize Curriculum for the Crises, Stabilization and Governance (CSG) Workshop;
- Work with DCHA training officers to develop consistent and cohesive training materials;
- Revise DCHA Essentials curriculum to make it more appropriate for the expected increase in DCHA staff and partners and decrease in DLI participants;
- Analyze feedback and make recommendation for the next iteration of the CSG workshop;
- Finalize location for DCHA Regional Conference;
- Reach out to DCHA offices to test drive the Beta version of the Professional Development & Learning Portal (DCHA PD&L);
- Launch the fully operational DCHA PD&L with functional links, resources and on-line modules;
- Develop the Calendar of Events on the DCHA PD&L and include all content related to courses, workshops and conferences, establishing links to the USAID LMS and the course materials and resources to upload.
- Manage the information for the New Employee Orientation section of the DCHA PD&L portal;
- Convene regional conference planning committee to discuss conference agenda;
- Conduct assessment of regional conference needs from DCHA staff.